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U.S.D.A. AGR. ADJUST. ADMIN.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.



October 2, 1933.

OFFICE MEMO. NO. 31

Subject: Codes, Marketing Agreements, Licenses, etc.

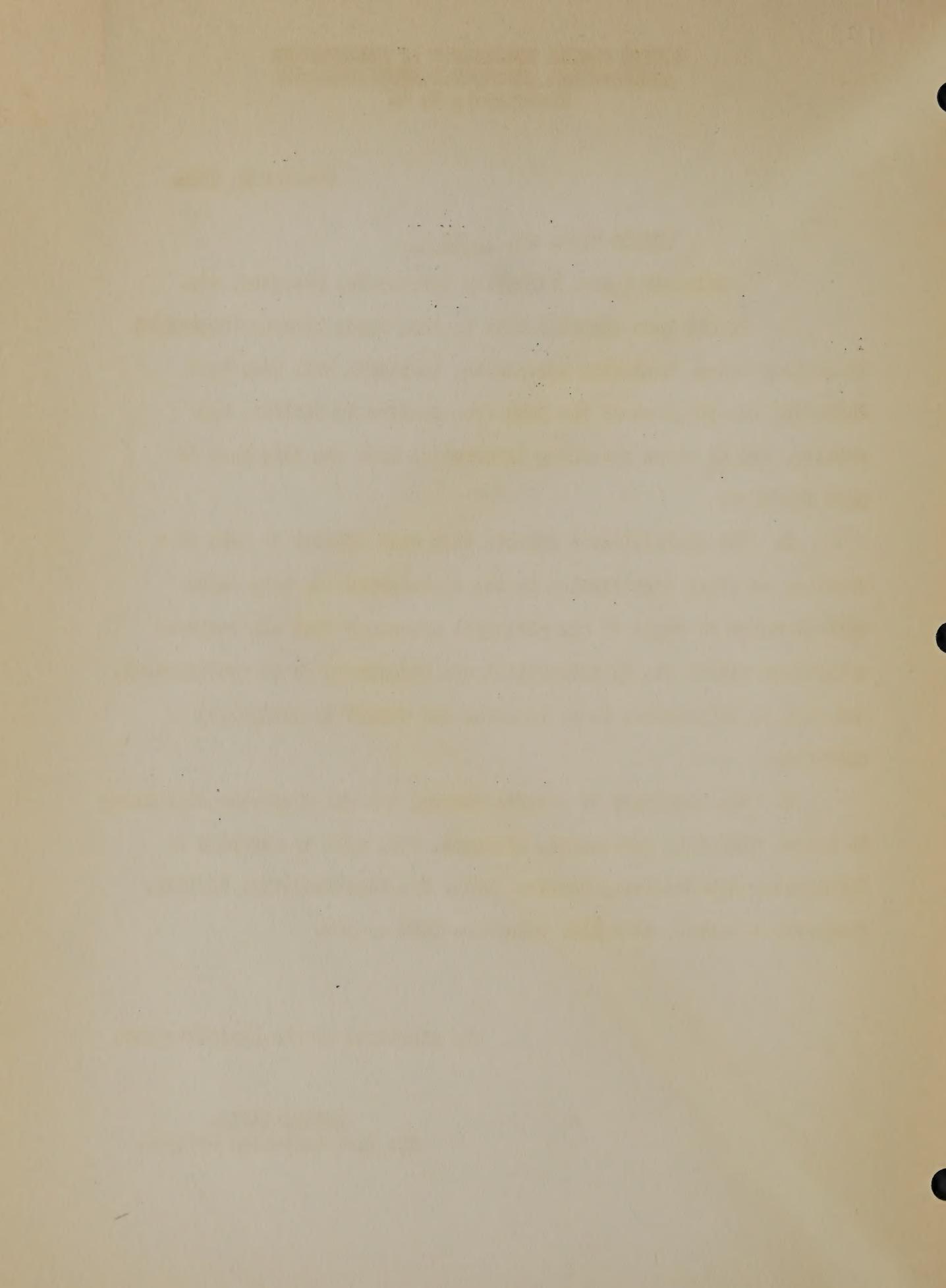
1. It has been reported that in some cases persons interested in various codes, marketing agreements, licenses, etc. have been following the progress of the Code from Section to Section, and seeking, and at times obtaining information from the personnel in each instance.

2. The Administrator directs that each officer or head of a section, or other organization in the Administration, take steps without delay to exact of his personnel assurance that all business activities within the Administration are understood to be confidential, and that no information is to be given out except by designated authority.

3. All inquiries of general nature, and all inquiries pertaining to codes, marketing agreements, licenses, etc. will be referred to Information and Receiving Section, under The Administrative Officer, temporary location, Room 210, telephone 2420 or 380.

By direction of the Administrator.

ROBERT DAVIS,  
The Administrative Officer.



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U.S.D.A. AGR. ADJUST. ADMIN.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.



October 2, 1933.

OFFICE MEMO. NO. 32

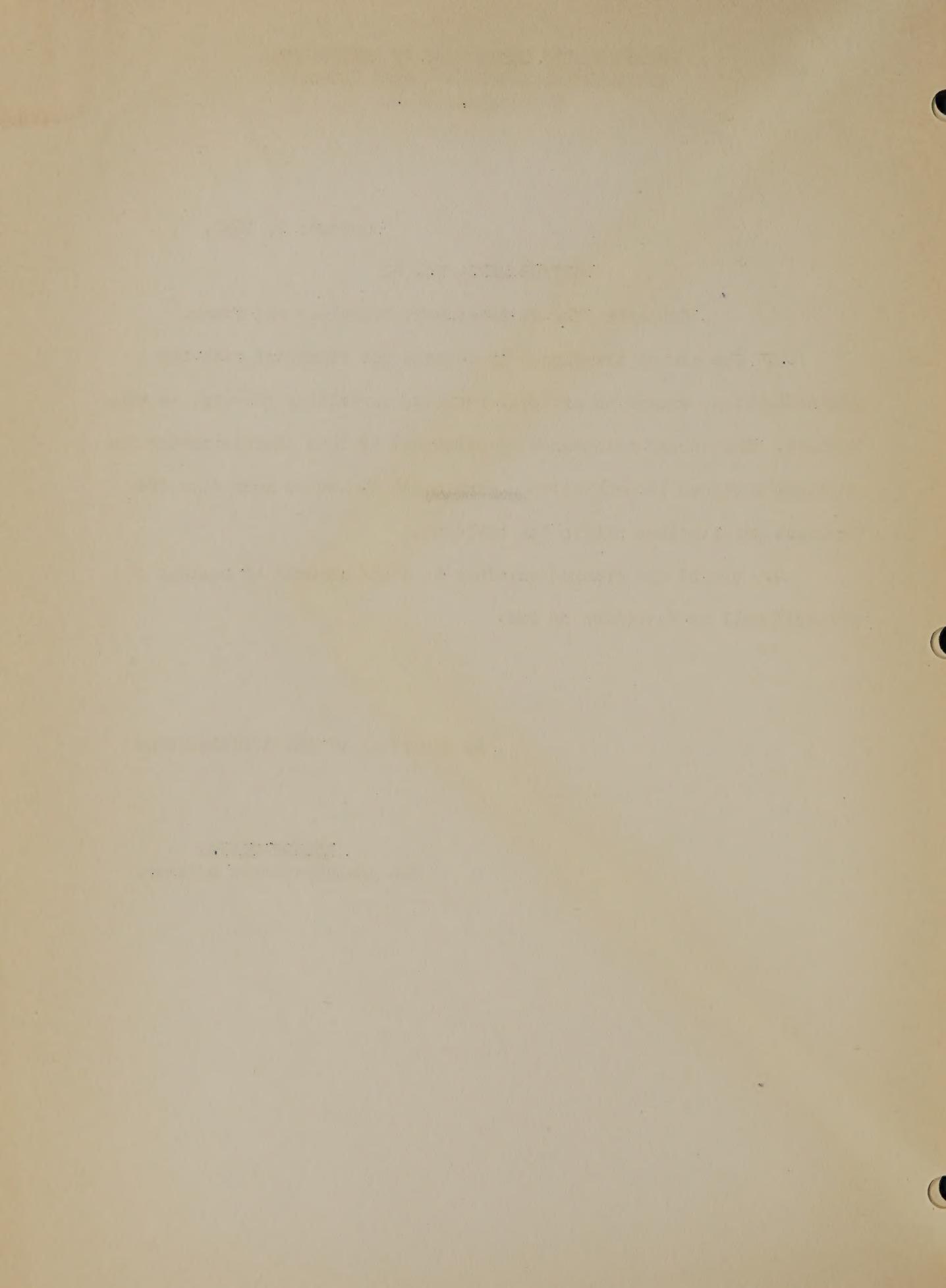
Subject: Use of Government Telephone and Frank.

1. The use of telephones by persons not connected with the Administration, except on official business pertaining thereto, is prohibited. The use of telephones by personnel of this Administration for personal business is prohibited - such calls should be made over the numerous pay stations within the building.

2. Use of the franked envelope to avoid payment of postage on personal mail is forbidden by law.

By direction of the Administrator.

ROBERT DAVIS.  
The Administrative Officer.



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U. S. D. A. AGR. ADJUST. ADMIN.



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.



October 2, 1933.

OFFICE MEMORANDUM NO. 33

Subject: Documents Submitted to The Administrator.

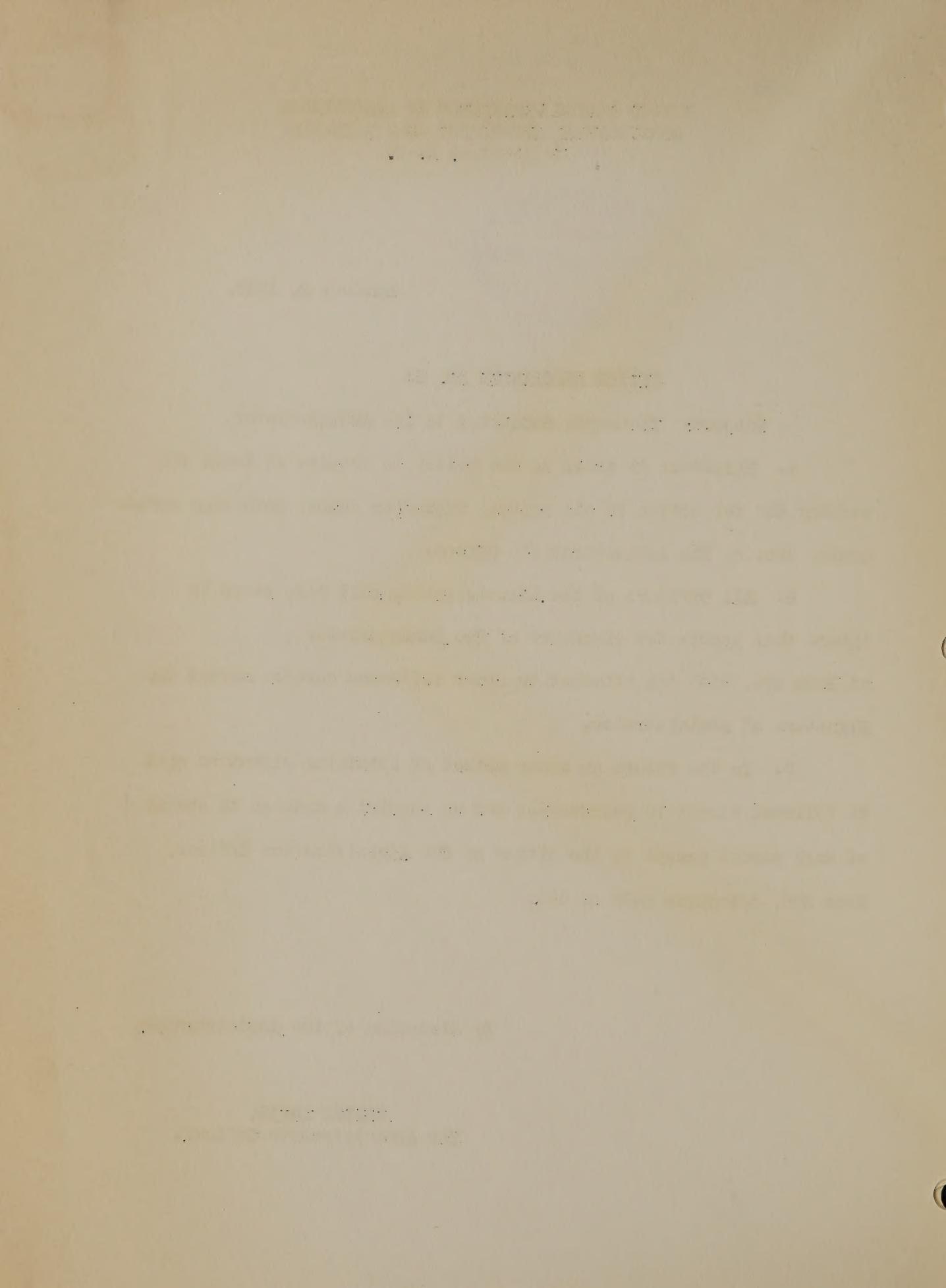
1. Hereafter it shall be the policy to require at least one working day for action on all papers, including codes, marketing agreements, etc. by The Administrator's Office.

2. All Officers of the Administration will take steps to insure that papers for signature of The Administrator at Room 209, with tab attached to upper left-hand corner, marked for Signature of Administrator.

3. In the future no other method of obtaining signature will be followed except in emergencies and no inquiries made as to status of such papers except to the office of The Administrative Officer, Room 209, telephone 2420 or 380.

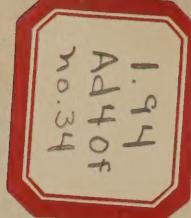
By direction of the Administrator.

ROBERT DAVIS,  
The Administrative Officer.

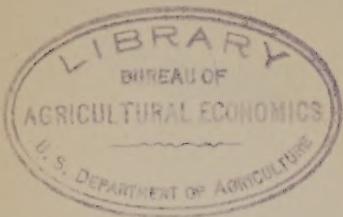


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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION



October 2, 1933.

OFFICE MEMORANDUM NO. 34

Subject: Inter-Departmental and AAA Procedure.

1. The following Presidential Order is published for the information of all concerned and for compliance:

"The inter-relation of Departments and Agencies must be conducted through the heads of Departments and Agencies."

2. The spirit of this procedure is to be followed within this Administration down to and including Divisions and Section Chiefs. This will insure the protective advantage of routine procedure in all cases, as now being established by the newly created Administrative Office.

3. The cooperation of all is enjoined.

By direction of the Administrator.

ROBERT DAVIS,  
The Administrative Officer.



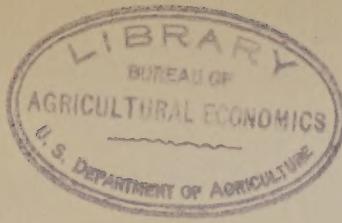
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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.



October 10, 1933

OFFICE MEMORANDUM NO. 35

Subject: Correspondence Files.

1. It is reported that in many cases letters and papers withdrawn from Mail and Files Section for temporary use by various Divisions, Sections, and Other Offices, are not being returned to Mail and Files Section.
2. It is quite imperative that the General Files (Mail and Files Section) be kept in order and all papers withdrawn from General Files will be returned promptly when of no further use.
3. Carbon copies attached to letters being forwarded for the consideration of the Administrator's Office, or the Secretary, are now required to be initialed by the originating office. In view of the increasing personnel and activities the initials no longer identify the originating office, and it is therefore directed that the initials be followed by written or stamped designation - to illustrate - JJB/MHB - Cotton Section. No initials, either written or typed, should appear on the white carbon copy of letters for the signature of the Secretary.

By direction of the Administrator.

ROBERT DAVIS,  
The Administrative Officer.



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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.

Supplement No. 1

July 25, 1938

OFFICE MEMORANDUM NO. 35  
1939 FISCAL YEAR

APPROPRIATIONS AND ACCOUNT SYMBOL NUMBERS  
TO BE USED IN THE NORTH CENTRAL DIVISION  
DURING THE 1939 FISCAL YEAR.



Office Memorandum No. 35, issued July 1, 1938 is hereby  
amended as follows:

I. On page 3, under CROP INSURANCE EXPENSES - DISTRICT OF COLUMBIA:

1. Change "Appropriation 1292215(21).011-0613-99" to "Appropriation 1292207(21)-0613-99."
2. Change Appropriation Title to "Administration of Federal Crop Insurance Act, Department of Agriculture, 1939 (AAA)".

II. On page 6, under CROP INSURANCE EXPENSES:

1. Change "Appropriation 1292215(21).021-(State Reserve Account Symbol Number)" to "Appropriation 1292207(21)-(State Reserve Account Symbol Number)".
2. Change Appropriation Title to "Administration of Federal Crop Insurance Act, Department of Agriculture, 1939 (AAA)".

*Harry N. Schooler*  
Harry N. Schooler,  
Acting Director,  
North Central Division.



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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.

October 10, 1933.

OFFICE MEMORANDUM NO. 36

Subject: Routing Slip.

A route slip, Form No. 62, will be furnished by the Supply Room for use in transferring letters and other papers from one office to another.

The use of formal typewritten letters for this purpose will be discontinued.

By direction of the Administrator

ROBERT DAVIS  
The Administrative Officer

Distribution "A"



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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.

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No. 37

October 10, 1933.

OFFICE MEMORANDUM NO. 37.

Subject: Form of Codes and Agreements Recommended  
for Formal Hearing.

1. Office Memorandum No. 30 is hereby amended to the effect that four copies of proposed codes of fair competition and/or marketing agreements shall be submitted to the Administrator with recommendation that a formal hearing be held.

2. All proposed codes and/or marketing agreements submitted to the Administrator with an application for formal hearing in accordance with the General Regulations of the Agricultural Adjustment Administration, Section 4, and Office Memorandum No. 30, should be prepared in the form described below.

3. Each copy of a proposed code and/or agreement should have a title page carrying the following information:

- (a) The name of the proposed code and/or agreement.
- (b) The name of the association proposing the code and/or agreement.
- (c) The date of the attached draft of the proposed code and/or agreement.
- (d) The certification by the Section Chief responsible for the handling of the code and/or agreement that the attached copy is the master copy or, as the case may be, a true copy of the master.

4. Each of the several copies of the code and/or agreement must be numbered. One, which should in case of typed codes and/or agreements be the ribbon copy, must be identified as the master copy, and designated No. 1. Other copies should be identified as "Copy No. 2," "Copy No. 3," and "Copy No. 4," respectively.

5. There must be attached to each copy an application for formal hearing. The master copy must bear the required signatures, while the other copies may, if desired, bear a facsimile of such signature. Each code and/or agreement recommended for formal hearing must be stapled together with its title page and application for formal hearing. Officers and employees of the Agricultural Adjustment Administration are prohibited from unstapling or, in any other manner, detaching any page or portion thereof as proposed by the Section Chief recommending the code and/or marketing agreement for public hearing.

6. No changes in the content or wording of a code and/or agreement as it is recommended for formal hearing by the Section Chief, except purely typographical errors, may be made unless approved and individually initialled on all four copies by that Section Chief.

7. In transmitting the proposed code and/or marketing agreement with a recommendation for a formal hearing the entire file comprising four copies of the proposed code and/or marketing agreement, and supporting documents, should be punched and attached to a folder with an ACCO fastener.

By direction of the Administrator.

ROBERT DAVIS,  
The Administrative Officer.

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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION



October 12, 1933.

OFFICE MEMORANDUM NO. 38

Subject: Information on Status of Codes and  
Marketing Agreements.

1. The Code Control Unit (Telephone extensions 2635 - 2636) is now functioning and prepared to give instant information on the exact location of all codes and marketing agreements from the time they are filed in the Code Reception office until finally acted upon.

By direction of the Administrator.

ROBERT DAVIS  
The Administrative Officer

Distribution "A"



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U. S. DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

October 12, 1933.

OFFICE MEMORANDUM NO. 39

Subject: Unauthorized Removal of Government Property.

1. A number of reports have been received in this office with regard to the removal of government equipment and personal property from the original rooms, without proper authorization.
2. In any case where it is shown that an employee possessing such property is responsible for the unauthorized removal thereof, the offense will be held sufficient cause for the termination of the appointment of that employee.

By direction of the Administrator.

ROBERT DAVIS,  
The Administrative Officer.

Distribution "A"



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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.



October 17, 1933.

OFFICE MEMORANDUM NO. 40

Subject: Space Requirements in New Building.

In order that consideration may be given to the space requirements of the Administration, which will move into its permanent quarters prior to the end of the present calendar year, it is requested that this office be furnished with a diagram showing the space which it is anticipated will be required. This diagram should show the arrangement desired as to rooms and indication should be made thereon as to the use to be made of such rooms, including the personnel assigned thereto, equipment, files, etc. The summary should indicate the total amount of space required and the total personnel involved, whether this personnel will be permanent or temporary, and whether the activities involved will automatically be brought to a conclusion at a definite time, thus permitting other utilization of the space involved.

It is requested that this information be furnished not later than October 28.

Attention is invited to the fact that it is the opinion of the Administration that most effective work can be accomplished with the grouping of employees and the elimination of private offices. It is, therefore, requested that the number of small units be kept to an absolute minimum, dictated wholly by the nature of the work involved. Private offices assigned to a single employee should be requested only in the case of absolute necessity, and supporting data covering each such assignment should be submitted.

Diagrams of the South Building may be obtained from Chief, Supply Section.

By direction of the Administrator.

ROBERT DAVIS  
The Administrative Officer.

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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.



October 17, 1933.

OFFICE MEMORANDUM NO. 41

Subject: Recording of Codes and Marketing Agreements

It has just come to the attention of this office that codes and marketing agreements are being received, opened and started in circulation without having cleared through the Mails and Files Section for record.

No paper of this character should be considered official nor receive official attention in any office unless it bears the stamp of A.A.A. placed on it only in the Mails and Files Section.

Any code on Marketing Agreements now in circulation within the Administration will be duly recorded as indicated above by the responsible officer at once.

By direction of the Administrator.

Robert Davis  
The Administrative Officer.



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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

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U. S. Department of Agriculture

October 20, 1933.

OFFICE MEMORANDUM NO. 41 CORRECTED

Subject: Recording of Codes and Marketing Agreements

It has just come to the attention of this Office that codes and marketing agreements are being received, opened and started in circulation without having cleared through the Code Control Section for record.

No paper of this character should be considered official nor received official attention in any office unless it has first been passed through the Code Control Office.

Any code or Marketing Agreement now in circulation within the Administration will be duly recorded as indicated above by the responsible officer at once.

By direction of the Administrator.

Robert Davis,  
The Administrative Officer.

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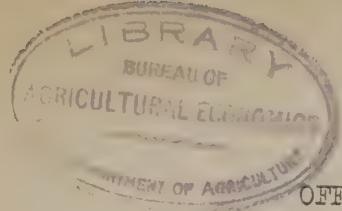
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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.



October 17, 1933.

OFFICE MEMORANDUM NO. 42

Subject: Rental and Occupation of Space Outside  
of Washington.

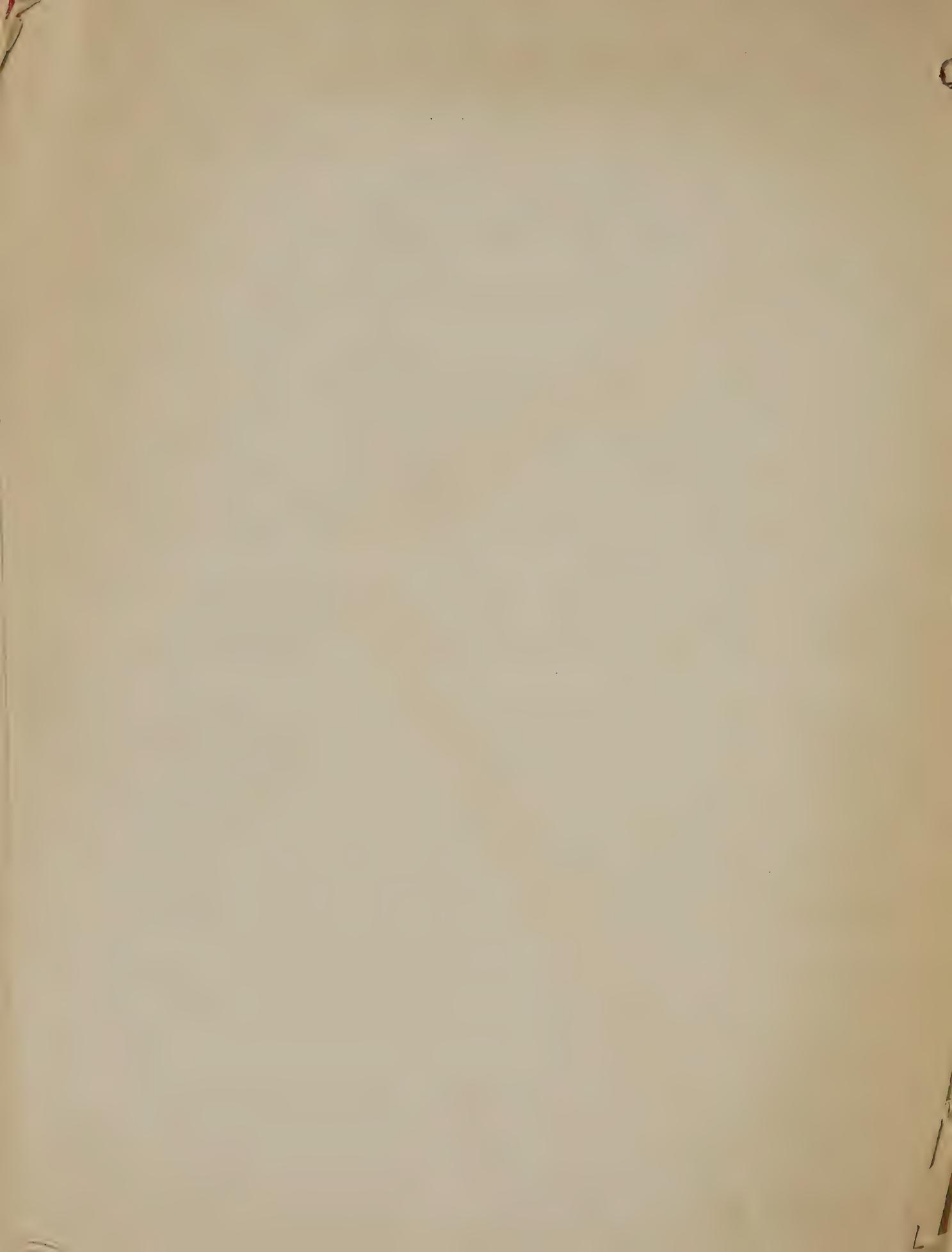
In order that proper consideration may be given to space requirements and equipment for new offices to be opened outside of Washington by the Administration, it is requested that this office be furnished with a statement as far in advance as possible of intention to open any new offices, giving the proposed scope of activities of the offices, the amount of space required, the desired division into rooms, and the date upon which the office is to be opened. A requisition for the necessary initial office equipment should also be transmitted with this information.

Likewise, it is requested that this office be furnished with information at least thirty days in advance of the proposed time of closing any office, in order that arrangements may be made for the disposition of equipment and for the termination of leases in such instances as we are occupying commercially leased space.

In order that the Administrative Office may have a complete record of all offices now operating in connection with the Agricultural Adjustment Administration, please supply this office within the next week with a list of all offices or stations, permanent and temporary, which are now in operation, with the addresses of such offices, the amount of space occupied, the conditions under which it is occupied, i.e., whether by courtesy from some other branch of the Department, if so, what branch and under what conditions and with whom the arrangements were made, whether or not this office will be called upon to reimburse for same; whether under lease and, if so, the status of the lease; and the length of time it is anticipated the offices will be in operation.

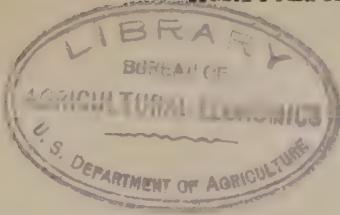
By Direction of the Administrator.

ROBERT DAVIS  
The Administrative Officer.



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.



October 17, 1933.

OFFICE MEMORANDUM NO. 43

Subject: Service Report of Personnel

Division Directors and all Administrative Officers within the Agricultural Adjustment Administration will make report immediately to the Office of The Administrative Officer indicating:

1. Number of present personnel employed in the division, its sections or sub-sections.
2. Brief indication of the functions of sections or sub-sections.
3. Estimate of additional personnel which may be required insofar as this is practicable.
4. Such report will be submitted hereafter weekly on forms to be furnished by the Office of The Administrative Officer.

By direction of the Administrator.

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Robert Davis  
The Administrative Officer.

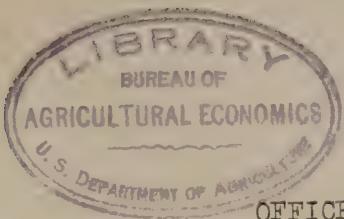


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U.S.D.A. AGR. ADJUST. ADMIN.



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



October 18, 1933

OFFICE MEMORANDUM NO. 44

Subject: Inventory of Government Owned Property

A representative of the Agricultural Adjustment Administration will shortly start on the work of taking a physical inventory of public property on hand in the various Divisions and Sections. It is requested that any transfers of property from one Division or Section to another, taking place after such property has been inventoried, be reported immediately to the inventoried clerk of the Property and Supply Section so that necessary entries may be made in the property accounts.

The representative engaged in this work has full authority to enter any office for inventoried purposes.

The cooperation of all employees of the Agricultural Adjustment Administration, in this connection, is enjoined.

By direction of the Administrator

ROBERT DAVIS  
THE ADMINISTRATIVE OFFICER

Distribution A



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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.



October 21, 1933.

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OFFICE MEMORANDUM NO. 45

Subject: Preparation of Codes and/or Marketing Agreements  
for Final Approval.

1. All proposed codes of fair competition and/or marketing agreements submitted to the Administrator for final or tentative approval in accordance with the general regulations of the Agricultural Adjustment Administration, Section 4, and Office Memorandum No. 30, should be prepared in the form prescribed below:
2. Each copy of the proposed code and/or agreement should have a title page carrying the following information:

- (a) The name of the proposed code and/or agreement.
- (b) The name of the association proposing the code and/or agreement.
- (c) The date of the attached draft of the proposed code and/or agreement.
- (d) The certification by the Section Chief responsible for the handling of the code and/or agreement, that the attached copy is a master copy, or as the case may be, a true copy of the master.
- (e) The certification by the Section Chief, that the labor provisions incorporated in the code are true copies of the labor provisions as recommended by the National Industrial Recovery Administration transmitted to the Section Chief.

3. Each of the several copies of the code and/or agreement must be numbered. The ribbon copy of the code and/or agreement should be identified as the master copy and designated No. 1. The carbon should be identified as copy No. \_\_\_\_\_.

4. Each code and/or agreement, recommended for approval, must be stapled together with the title page. Officers and employees of the Agricultural Adjustment Administration are prohibited from unstapling, or, in any other manner, detaching any page or portion thereof as proposed by the Section Chief recommending the code and/or agreement. Any change in the text of the proposed code and/or agreement other than purely typographical error must be initialed by the Section Chief.

5. Any suggested changes in the content or wording of the code and/or agreement, or any recommendations appertaining thereto must be incorporated in a separate memorandum. This memorandum, or a copy thereof must be attached to each copy of the code. The Section Chief is responsible for insuring that no changes are made on all copies of the code and/or agreement recommended.

6. In transmitting the proposed code and/or marketing agreement with the recommendation for approval the file comprising all four copies of the proposed code and/or marketing agreement, and supporting documents, should be punched and attached to a folder with an Acco fastener.

By direction of the Administrator.

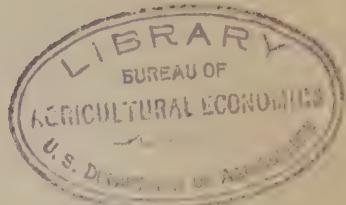
ROBERT DAVIS,  
The Administrative Officer.

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

October 23, 1933

OFFICE MEMORANDUM NO. 46

Re: Calling of Informal  
Conferences.



The Control Office has established a service to Section Chiefs for the calling of Informal Conferences when in their opinion such conferences are warranted according to Paragraph 402 of the General Regulations of the AAA.

1. When the Section Chief desires to call an Informal Conference, he will fill out and transmit to the Control Office:

(a) A notification of Informal Conference, setting the date, time and place at which he desires to hold said conference.

(b) A draft of the proposed code as provided for in Office Memorandum No. 30.

2. The Control Office shall then make all physical arrangements for said conference.

3. The Control Office will send forms in duplicate requesting the assignment of personnel from the offices of the General Counsel, Consumers Counsel, NRA, Production Division and Finance Division, one copy of which to be returned to the Control Office signed by the representative detailed to the Informal Conference.

4. The Control Office shall notify the Section Chief that such arrangements are completed.

By Direction of the Administrator.

ROBERT DAVIS  
The Administrative Officer.



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

October 26, 1933.

OFFICE MEMORANDUM NO. 47

Subject: Correspondence with government officials,  
including Members of Congress.

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1. Office Memorandum No. 31 prohibits the giving of certain confidential information, either in person or by correspondence, by any individual attached to this Administration except as provided therein.

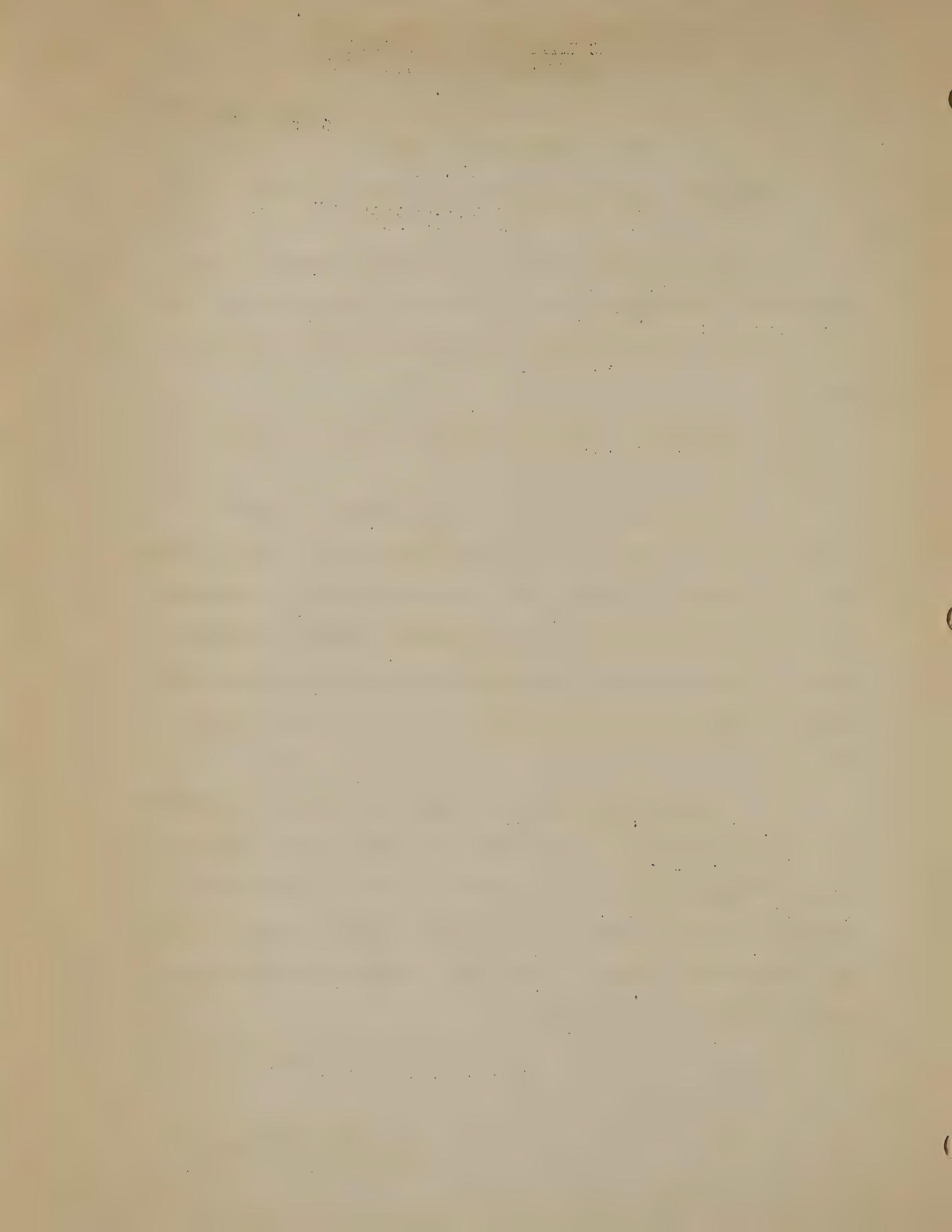
2. Attention is called to paragraphs 3 and 5 of Office Memorandum No. 1.

3. Letters and other written communications in answer to inquiries from officials in other Federal Department or establishments, including Members of Congress, which require, in reply, an expression of opinion as to policies, status of projects, proposed legislative action and other matters of importance affecting this Administration, shall be expedited and shall be routed through the Administrative Officer.

4. In cases where a request is made for an officer or employee of this Administration to appear before any other Federal Department or establishment, including a committee or Member of Congress, the officer or employee to whom the request is made shall promptly notify the Administrative Officer in order that adequate arrangements may be made to respond to the request.

By direction of the Administrator.

Robert Davis,  
The Administrative Officer.



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

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October 26, 1933.

OFFICE MEMORANDUM NO. 48

Subject: Signing of communications by initials.

Division Directors and all Administrative Officers within the Agricultural Adjustment Administration in forwarding papers and vouchers to the Comptroller's office will either sign their names to such communications, or if they use their initials will affix a rubber stamp signature on the communication so that the COMPTROLLER will be able to readily identify the officer. In case of certifications and approvals of vouchers the name must be written out in full.

By direction of the Administrator.

ROBERT DAVIS,  
The Administrative Officer.



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



October 27, 1933.

OFFICE MEMORANDUM NO. 49



Subject: - Notice of Hearing.

No Notice of Hearing will be approved by the office of the General Counsel for any code, marketing agreement or license unless the procedure as laid down by the G.R. - A.A.A., Sections 401 to 406, and Office Memoranda Numbers 28 and 30, is meticulously followed: and, unless the preparation of the Application for Formal Hearing as laid down in Office Memorandum Number 37 is provided.

By direction of the Administrator.

ROBERT DAVIS,  
The Administrative Officer.



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



October 27, 1933.

OFFICE MEMORANDUM NO. 50

Subject: Procedure for Handling Secretary and Administrator Letters.

In order to expedite the handling of letters for the signature of the Secretary and Administrator, the following procedure will be followed when such letters clear through the SOUTH BUILDING:

All Secretary and Administrator letters will be forwarded from the Mails and Files Section by special messenger to the Administrative Section, Production Division, SOUTH BUILDING, Room 5062, and from there forwarded to the sections designated by the Mails and Files Section.

All answers to Secretary and Administrator letters will be transmitted through the Administrative Section, Production Division, SOUTH BUILDING, Room 5062, direct to the Mails and Files Section.

The Administrative Section, Production Division, SOUTH BUILDING, Room 5062, will mark the Secretary and Administrator letters which are to be sent to the Production Division and to the Processing and Marketing Division for delivery to those divisions by the Mails and Files Section, which section will see that the letters reach the proper section and division heads (for initialing third copy, lower left-hand corner). The letters will then be forwarded to the Visa Officer for transmittal to the Administrator for initialing or signature. After the letters are signed or initialed, they will be returned to the Mails and Files Section for mailing or transmittal to the Secretary's office.

All Secretary and Administrator letters which are to be returned to the sections and units for correction should in turn be sent to the Mails and Files Section for transmittal to the originating sections through the Administrative Section, Production Division, SOUTH BUILDING, Room 5062.

By direction of the Administrator

ROBERT DAVIS,  
The Administrative Officer.



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

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October 27, 1933.

OFFICE MEMORANDUM NO. 51

Subject: Re-routing of Mail in the South Building



There has been set up in the Administrative Section, Production Division, South Building, Room 5062, a re-routing desk for the purpose of recording letters which are being sent from one section to another.

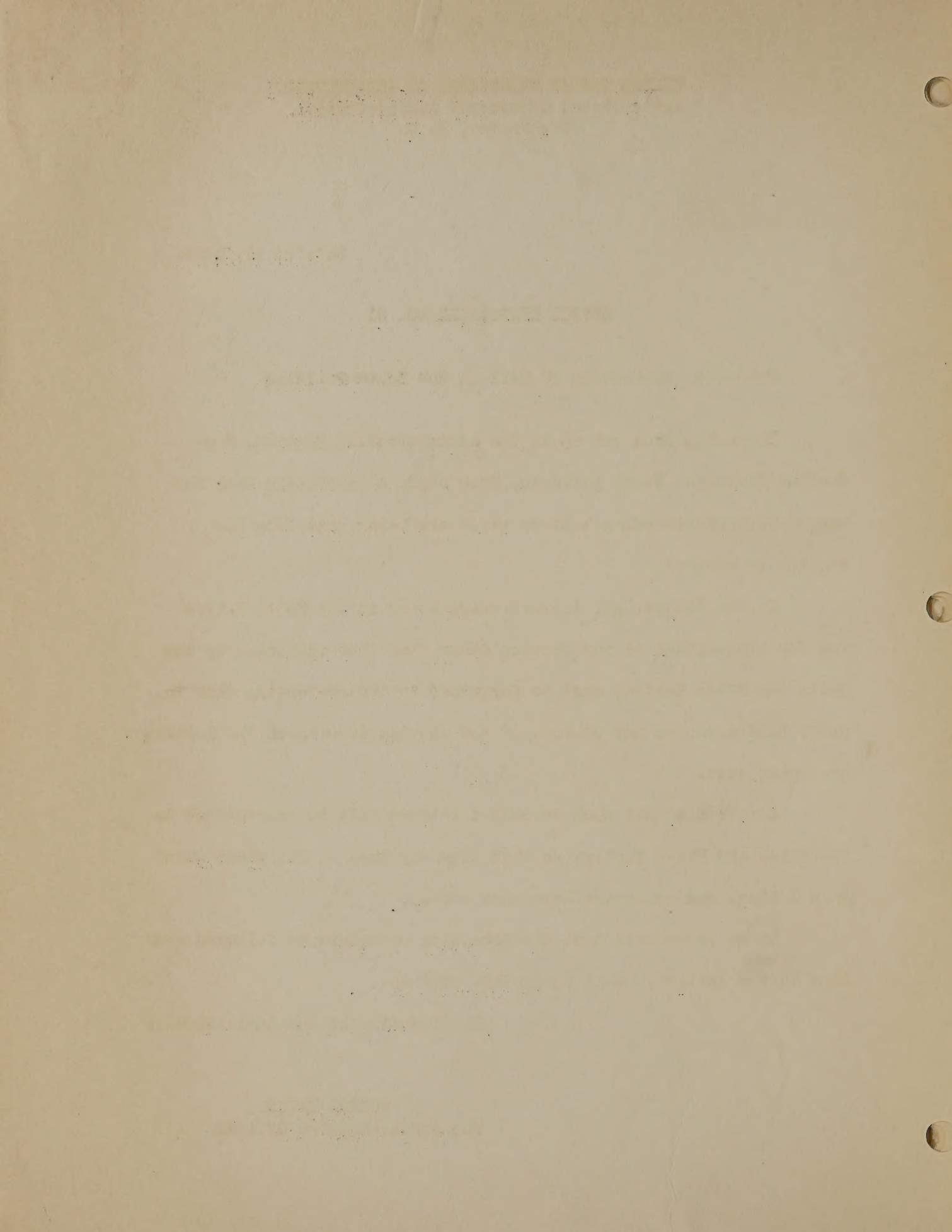
In the future, all letters originating in the South Building for transmittal to any section other than that indicated by the Mails and Files Section must be forwarded to the re-routing desk in order that a record may be kept of the section into which the letters are being sent.

A record of all such re-routed letters will be transmitted to the Mails and Files Section so that they may know at all times where such letters and memoranda have been sent.

It is imperative that the foregoing procedure be followed each time that a letter is sent to another section.

By direction of the Administrator

ROBERT DAVIS,  
The Administrative Officer.



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

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October 26, 1933

OFFICE MEMORANDUM NO. 52

Subject: Handling of Negotiations with the Federal  
Emergency Relief Administration.

Attention is invited to the fact that Major Robert M.  
Littlejohn, Chief of Special Commodities Section, is to be the  
official representative of the A.A.A. in all dealings with the Federal  
Emergency Relief Administration. It is therefore directed that any  
negotiations with that Administration be handled through Major  
Littlejohn.

By direction of the Administrator.

ROBERT DAVIS,  
The Administrative Officer.

